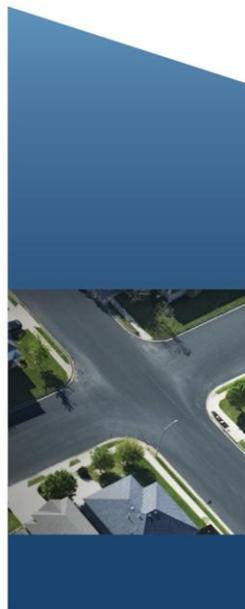
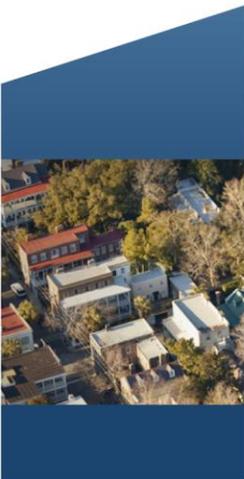




# Guidance for Reporting Projected and Actual NSP Grantee Accomplishments in DRGR



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# Introduction

This guide walks Neighborhood Stabilization Program (NSP) grantees through the five steps needed to enter accomplishment data in DRGR. The first four steps involve establishing projections for each DRGR Activity and the fifth step outlines how to enter actual accomplishment data. Accurate reporting on accomplishments allows HUD and other governmental entities to ensure the projects and activities carried out under NSP are consistent and in compliance with the purpose and legislative intent of the grant. Informally, accomplishments convey each community’s unique story in its endeavor to redevelop neighborhoods hardest hit by the mortgage foreclosure crisis.

It is important to note that the release of DRGR 7.0 in September 2010 included significant changes to how accomplishments are tracked in the system. DRGR is now capable of collecting the beneficiary and unit type information required in the Notices governing NSP. While grantees were expected to collect this information as part of their NSP recordkeeping procedures, this information is now **required to be entered** in the form of projections in DRGR’s Action Plan and accomplishments in the Quarterly Performance Report (QPR). To be in compliance, **grantees may need to revisit the activity screens in the Action Plan to ensure the appropriate projected beneficiaries and accomplishments are provided.**

Grantees must report at least quarterly on required accomplishments as they are realized. An accomplishment is realized once a national objective (i.e., end use) is met; for example, for most direct beneficiary activities such as *rehabilitation/reconstruction of residential structures*, grantees enter accomplishments once an income-eligible household is qualified and occupying the unit. To enter accomplishments in the Quarterly Performance Report (QPR), the grantee must first establish measures and goals in the DRGR Action Plan. The five steps outlined in Exhibit 2 below guide grantees through this process. It is important to follow each element of each step to ensure the Action Plan is established accurately or the accomplishment field will not appear in the QPR and critical data will be lost.

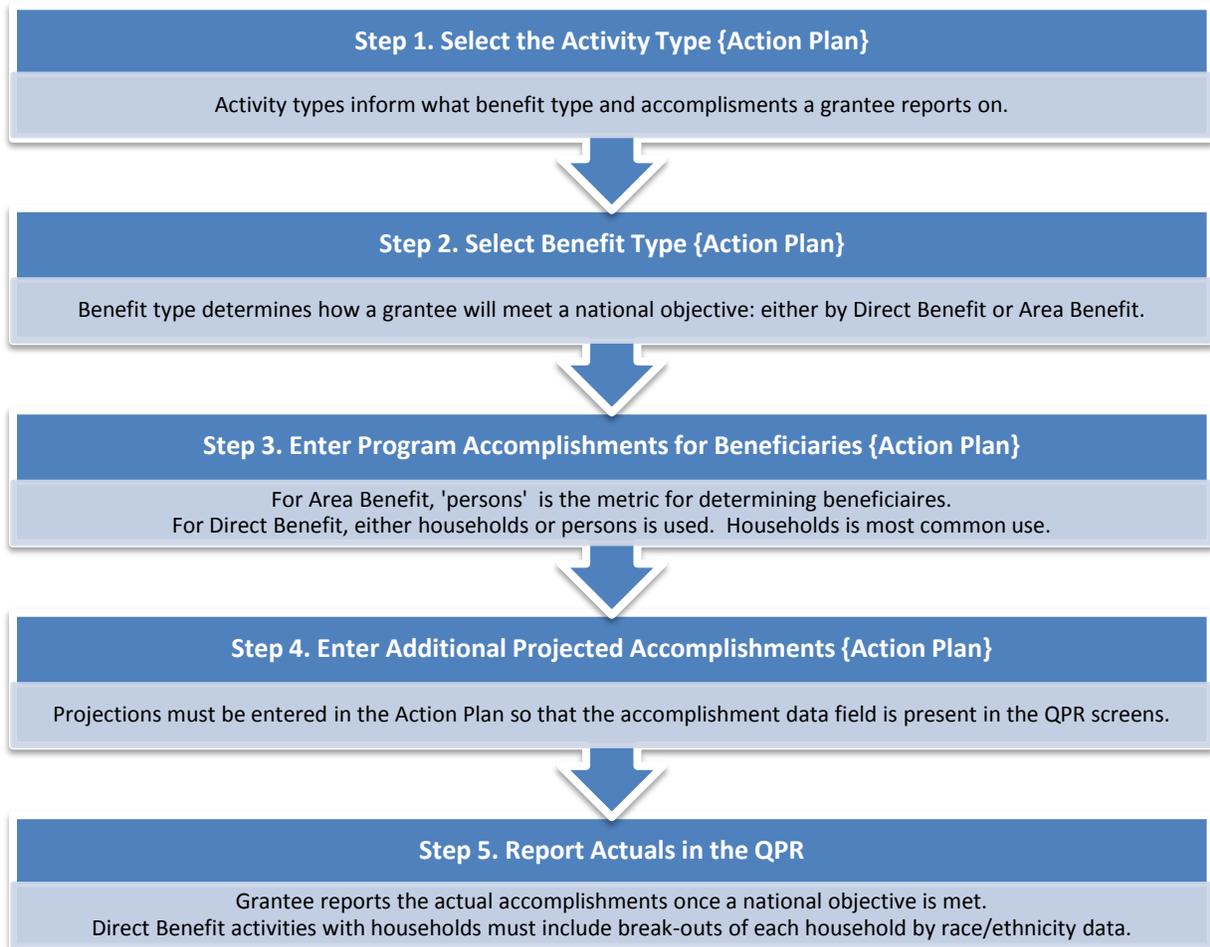
Exhibit 1 below illustrates which Performance Measure data is required for NSP1, NSP2, and NSP3 grantees.

**Exhibit 1: Accomplishment Requirements for Direct Benefit Activities, by NSP Program**

Accomplishments	NSP1	NSP2	NSP3
Households Benefitting	Required	Required	Required
Housing Units	Required	Required	Required
Income Levels	Required	Required	Required
Renter/Owner	Required	Required	Required
Single Family/MultiFamily	Required	Required	Required
Race/Ethnicity	Required	Required	Required
Female-Headed Households	Required	Required	Required
Number of Properties	<i>Encouraged</i>	<i>Encouraged</i>	<i>Encouraged</i>
Green Measures	<i>Encouraged</i>	Required	Required

Exhibit 2 illustrates the **five basic steps** a grantee will follow to enter and report on accomplishments in DRGR. The steps follow the progression of the DRGR pages and corresponding data entry.

**Exhibit 2: Five Basic Steps for Reporting Accomplishments in DRGR**



# Steps for Accomplishment Reporting

## Step 1. Select the Activity Type

### Overview

All accomplishments in DRGR are tracked at the activity level. Grantees are advised to follow the recommended guidance for setting up activities, which entails identifying a separate activity for each combination of national objective, activity type, and responsible organization. In addition, HUD **requires** creating a separate activity for each multi-family activity.

**Key point:** Activities must be set up correctly as this will affect how the information is reported in the QPR (see Exhibit 3: Tips to DRGR Action Plan Set Up).

### Exhibit 3: Tips to DRGR Action Plan Set Up

A **Project** should be based on the 5 NSP Eligible Uses and Administration funds.

An **Activity** should be broken out by national objective, activity type, responsible organization, and (if applicable) multifamily activity.

#### Example:

NSP Grant: \$ 6,000,000			
Projects		Activities	
A - Financing Mechanisms	\$ 1,000,000	City LLR LH25	\$ 500,000
		City LLR LMMI	\$ 500,000
		Sub Total	\$ 1,000,000
B - Acquisition & Rehab	\$ 4,400,000	Sub #1 Acq/Rehab LMMI (SF)	\$ 1,000,000
		Sub #2 Acq/Rehab LMMI (SF)	\$ 800,000
		Sub #2 Acq/Rehab LH25 (SF)	\$ 1,200,000
		City MF #1 Acq/Rehab LH25	\$ 300,000
		City MF #1 Acq/Rehab LMMI	\$ 1,100,000
		Sub Total	\$ 4,400,000
Admin	\$ 600,000	Admin	\$ 600,000
		Sub Total	\$ 600,000
<b>Total</b>	<b>\$ 6,000,000</b>	<b>Total</b>	<b>\$ 6,000,000</b>

### How to Select the Activity Type

The Activity Type is selected on the first page of the activity set up in the DRGR Action Plan as shown in Exhibit 4 below. Some common NSP Activity Types are:

- Acquisition - General<sup>1</sup>
- Rehabilitation/reconstruction of residential structures
- Construction of new housing
- Clearance and Demolition

<sup>1</sup> Most often used when a responsible organization is carrying out acquisition only and spending no additional NSP funds on the property. This is typical in a buyer-driven program.

- Land banking – Acquisition
- Administration (administration has no required accomplishments)

After a grantee selects an Activity Type, DRGR will auto populate the available accomplishment type and metrics on Page 2 of the Action Plan-Edit Activity screen. At that point, grantees will be able to select the benefit type, enter data in the accomplishments fields relevant to that benefit type, and provide projections for the activity. **The QPR will show only the accomplishments for which grantees have entered projections in the Action Plan.**

*Exhibit 4: Selecting Activity Type,  
Action Plan Add Activity - Page 1*

**Action Plans**

**Add Activity - Page 1**

\*Indicates Required Field

Continue to Next Screen | Cancel

---

**Grant Number:**  
B-08-DN-99-0004

**\*Activity Type:**  
Rehabilitation/reconstruction of residential structures

**\*National Objective:**  
Select Option

**\*Grantee Activity Number:**  
\_\_\_\_\_

**Activity Title:**  
\_\_\_\_\_

**\*Activity Status:**  
Select Option

**Environmental Assessment:**  
Select Option

**View Existing Activities:**  
Select Option  
View Activity Details

**Block Drawdown:**  
 Blocked by Grantee  Blocked/Restricted by HUD

**\*Total Budget, Program Funds:**  
\$ \_\_\_\_\_ (ex: 999,999.99)

**\*Projected Start Date:**  
Select Date (ex: mm/dd/yyyy)

**\*Projected End Date:**  
Select Date (ex: mm/dd/yyyy)

**\* Project # / Project Title:**  
/  
Select Project

**Adjust Project Budget:**  
 No  Yes

Continue to Next Screen | Cancel

## Common Missteps

A common misstep is to **create two Activities when only one is necessary**. For example, some grantees set up separate Activities for the acquisition and rehabilitation of the same property, or for acquisition and new construction of the same property. The entry of two Activities has the potential to skew accomplishment data by double-counting. In the vast majority of instances, the correct action for an acquisition-rehabilitation project is to establish one Activity and select as the Activity Type *Rehabilitation/reconstruction of residential structures*. All costs (including acquisition and project

delivery costs) and accomplishments associated with the property would be reported under this Activity. For an acquisition-new construction project, the grantee should establish one Activity and selected as the Activity Type *construction of new housing*.

Early in the NSP program, a number of grantees created two activities for acquisition-rehabilitation or acquisition-new construction projects. HUD suggests two ways to correct and modify data entry in these cases:

- The grantee can collapse the two activities into one activity as demonstrated in the Troubleshooting Webinar on the NSP Resource Exchange ([http://www.hudnsphelp.info/media/resources/DRGRTroubleshootingWebinar\\_Slides.pdf](http://www.hudnsphelp.info/media/resources/DRGRTroubleshootingWebinar_Slides.pdf)).
- Alternatively, the grantee can keep the separate activities and apply extreme care when entering accomplishments to avoid double-counting. (Please see the [Common Missteps section of Step 5](#) for further instruction on reporting accomplishments).

## Step 2. Select the Benefit Type

### Overview

After selecting the Activity Type, the grantee will select the Benefit Type — either Area or Direct Benefit.<sup>2</sup> It is important to understand the nature of the two options before selecting one. The selection of Area Benefit or Direct Benefit determines the type of data the grantee will enter to document accomplishments in order to show that a National Objective has been met.

- **Direct Benefit:** Direct benefit should be selected for activities that benefit households or persons. Common examples are acquisition/rehabilitation, new construction, and direct homeownership assistance. Selection of Direct Benefit allows the grantee to report on specific characteristics of the households being served: tenure (renter and/or owner), race, Hispanic status, and female heads of household.
- **Area Benefit:** An Area Benefit activity is one that benefits all residents in a particular area where at least 51 percent of the residents are LMMI persons. Examples include infrastructure and land banking<sup>3</sup>. Selection of Area Benefit allows the grantee to report on income data (low/moderate/middle) by either HUD-approved survey<sup>4</sup> or census tracts and block groups.

Exhibit 5 lists the NSP Activity Types available in DRGR and their relationship to the Benefit Types. The exhibit also defines the relationship between benefit type and tenure/property type.

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<sup>2</sup> For more information regarding Area Benefit vs. Direct Benefit see [CDBG Guide to National Objectives & Eligible Activities for Entitlement Communities](#), Chapter 3.

<sup>3</sup> Area benefit for Land Banking meets a temporary National Objective. See \_\_\_\_\_ for additional guidance.

<sup>4</sup> The survey instrument and methodology must be approved by HUD for the purpose of establishing the percentage of LMMI persons in a service area. The survey must meet standards of statistical reliability that are comparable to that of the Decennial Census data for areas of similar size. Additional guidance is available in CPD Notice 05-06.

**Exhibit 5: Beneficiary Measures by Common NSP Activity Types**

Activity Type	Benefit Type		Tenure		Property Type	
	Area	Direct	Rent	Own	Single-Family	Multifamily
Acquisition - general	X	X	X	X	X	X
Acquisition, construction, reconstruction of public facilities	X	X				
Administration	N/A	N/A				
Capacity building for nonprofit or public entities	X					
Clearance and Demolition	X	X			X	X
Construction of new housing		X	X	X	X	X
Construction/reconstruction of streets	X					
Disposition	X	X			X	X
Homeownership Assistance to low- and moderate-income		X		X	X	X
Land Banking - Acquisition (NSP Only)	X				X	X
Land Banking - Disposition (NSP Only)	X	X			X	X
Planning	X					
Public services		X				
Rehabilitation/reconstruction of a public improvement	X					
Rehabilitation/reconstruction of other non-residential	X					
Rehabilitation/reconstruction of public facilities	X					
Rehabilitation/reconstruction of a residential structures		X	X	X	X	X
Relocation payments and assistance		X	X	X		

### How to Classify Activities by Benefit

A grantee selects Direct or Area Benefit under the “Report Benefit Performance By:” section on the DRGR Action Plans Edit Activity Page 2 (see Exhibit 6: DRGR Action Plans Edit Activity – Page 2).

Exhibit 6: DRGR Action Plans Edit Activity – Page 2

**Action Plans**

**Add Activity - Page 2**

Edit Previous Screen | Save Activity | Cancel |

**Grant Number:**  
B-08-DN-99-0004

**View Existing Activities:**  
Select Option  
View Activity Details

**Activity Type:**  
Clearance and Demolition

Organization carrying out activity  
**Is this activity being carried out by the grantee?:**  
Either directly and/or through contractors  
 No  Yes

**\* Name of the Primary Responsible Organization Carrying out activity:**  
Select

**Report Benefit Performance By:**  
Area Benefit  Direct Benefit

Housing Units   
 Multi Family  Single Family

**Proposed Accomplishments:**

### Common Miststeps

A common misstep in the selection of Benefit Type is the **failure to update benefit type since the release of DRGR 7.0**. Grantees that entered Activity information prior to the release of DRGR 7.0 must reevaluate their DRGR Action Plans and select Benefit Types for Activities that do not have them. A useful resource on DRGR 7.0 is *DRGR FACT SHEET: Release 7.0 – Overview of Major New Functions* ([http://www.hud.gov/offices/cpd/communitydevelopment/programs/drsi/pdf/drgr\\_7\\_functions.pdf](http://www.hud.gov/offices/cpd/communitydevelopment/programs/drsi/pdf/drgr_7_functions.pdf)).

## Step 3. Enter Projected Accomplishments for Beneficiaries

### Overview

After selecting the Benefit Type, the grantee will enter the projected beneficiary accomplishment data. For Direct Benefit, this step includes household tenure and structure type<sup>5</sup>. For Area Benefit, it involves determining the service area of the activity.

**Key Point:** All Action Plan entries are projections. They represent grantee goals. Actual accomplishments will be reported in the QPR once the national objective is met.

For demolition, reporting on the national objective is dependent on the type of activity a grantee is undertaking: direct housing (either LMMI or LH25) or area benefit. Demolition can be a valuable tool as eligible *end use* or eligible *preliminary* or *subsequent use* to meet the national objective.<sup>6</sup> Area benefit is the national objective for all demolition uses except for when it's considered a *preliminary use* for rehab/reconstruction or redevelopment of housing units, in which case it is rolled up into the primary activity of either rehab or new construction.

### How to Select Projected Beneficiary Accomplishments for a *Direct Benefit* Activity

After selecting **Direct Benefit**, a grantee will indicate the tenure of the projected beneficiaries (owner or renter) and the structure of the property (single-family or multifamily). The system will customize accomplishments based on the grantee's selections for tenure and property structure data fields. For example, if the grantee indicates there will be single-family units, the system will add a "# of single family units" performance measure. For the household measures, a grantee is required to specify the tenure based on the projected income levels targeted. For example, if the grantee indicates there will be renter households, the system will add a "# of renter" households performance measure with "proposed total," "low," and "mod" data fields to complete. All grantees are required to enter this beneficiary accomplishment data.

Exhibit 7 provides two scenarios to demonstrate how DRGR populates the performance measures field for two different Activities.

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<sup>5</sup> Type refers to single family or multifamily structures as defined by FHA (SF 1-4; MF 5+).

<sup>6</sup> For more guidance on Demolition, see the May, 2011 [Demolition Webinar](#) on the NSP Resource Exchange.

*Exhibit 7: Examples of Performance Measure Dependencies  
DRGR Action Plans Add Activity – Page 2*

Scenario 1: A 190-unit, single-family, owner, low-income direct benefit activity  
(i.e., rehabilitation/reconstruction of residential structures)

**Action Plans**

**Add Activity - Page 2**

| 
  | 
  |

**Grant Number:**  
 B-08-DN-99-0004

**View Existing Activities:**  
 Select Option

**Activity Type:**  
 Rehabilitation/reconstruction of residential structures

**Report Benefit Performance By:**  
 Direct Benefit   
 Households  
 Renter  Owner  
 Housing Units   
 Multi Family  Single Family

**Proposed Accomplishments:**  
 [Red arrow points down to the table below]

Performance Measure	Proposed Total
# of Singlefamily Units	190
# of Housing Units	190

**Proposed Beneficiaries:**  
 [Red arrow points down to the table below]

Performance Measure	Proposed Total	Low	Mod
# Owner Households	190	190	
# of Households	190	190	

Scenario 2: A 110-unit, multifamily activity to serve both renters and owners

### Action Plans

#### Edit Activity - Page 2

|  |  |

**Grant Number:**  
B-08-DN-99-0004

**View Existing Activities:**  
Select Option

**Activity Type:**  
Rehabilitation/reconstruction of residential structures

**Report Benefit Performance By:**

Direct Benefit

Households

Renter  Owner

Housing Units

Multi Family  Single Family

**Proposed Accomplishments:**

Performance Measure	Proposed Total
# of Multifamily Units	<input type="text" value="110"/>
# of Housing Units	<input type="text" value="110"/>

**Proposed Beneficiaries:**

Performance Measure	Proposed Total	Low	Mod
# Renter Households	<input type="text" value="40"/>	<input type="text" value="40"/>	<input type="text"/>
# Owner Households	<input type="text" value="70"/>	<input type="text" value="70"/>	<input type="text"/>
# of Households	<input type="text" value="110"/>	<input type="text" value="110"/>	<input type="text"/>

## How to Select Projected Beneficiary Accomplishments for an Area Benefit Activity

For Area Benefit, the grantee must determine the activity service area through Census data or survey method.<sup>7</sup> Since the DRGR 7.0 release, grantees using Census data no longer need to look up information in another system and enter it into DRGR manually. DRGR will automatically calculate the overall percent of low- to moderate-income persons based on the data associated with each census tract and block group. For step-by-step instructions on selecting the geography of the area benefit activity, refer to the [appendix](#).

### Common Missteps

Some common missteps in the selection of Direct or Area Benefit are:

- **Failure to update this information after the release of DRGR 7.0.** If the activity is a Direct Benefit, a grantee must identify the type of households (owner and/or renter) and housing unit(s) (single-family and/or multifamily). If an activity is Area Benefit, a grantee must identify the geography by Census or survey.
- **Entry of Total units instead of NSP-assisted units.** When entering accomplishments for a multifamily activity, the number of units should equal the number of NSP-assisted units, not the total units in the property. The total number of units should be reflected in the QPR narrative, not in DRGR performance metric fields. This guidance is accurate if a grantee opts to follow the NSP waiver proportionality requirement<sup>8</sup> (based on HOME regulations in 24 CFR 92.205(d)).

If a grantee chooses not to opt to the above noted requirement and follows CDBG regulations (24 CFR 570.208a(3)), then all units assisted in the complex will be reported.

- **Tenure of Units for a Lease-Purchase Program.** As the household initially occupies a unit in a lease-purchase scenario as a renter, this unit has met an end-use and may be entered as a “rental household.” Through the leasing period up until the point it is sold to the household, it retains the rental status in DRGR. If the unit is converted to homeownership status, then the grantee must convert the status of the unit from rental to owner (see [Supplementary Guidance: Prior Period Corrections of Accomplishment Data](#) for guidance on altering tenure status and entering negative numbers).
- **Omission of the number of “middle income” units in the Projected Total.** For all NSP appropriations, eligible households may be low income ( $\leq$  50% of the area median income), moderate income (51%-80% of the area median income), or middle income (81%-120% of the area median income). In DRGR, there is no data field in which to enter middle-income data; instead, it must be incorporated into the Projected Total.

For example, if a grantee has a Projected Total of 15 households, with four low income, six moderate income, and five middle income, the information would be entered as shown in Exhibit 8 below.

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<sup>7</sup> [CPD Notice 05-06: US HUD Suggested Survey Methodology to Determine the Percentage of LMI Persons in the Service Area of a Community Development Block Grant-Funded Activity](#)

<sup>8</sup> See [Unified NSP1 and NSP3 Notice - October 19, 2010](#) under E.2.f.

### Exhibit 8: Demonstrating Middle Income Households

Performance Measure	Projected Total	Low	Mod
# of Renter	15	4	6
# of Households benefitting	15	4	6

## Step 4. Enter Additional Projected Accomplishments

### Overview

Steps 2 and 3 allowed the grantee to define and estimate accomplishments related to the beneficiary. DRGR also allows tracking of additional proposed accomplishments such as green elements and other physical aspects of the project.

All grantees are encouraged to enter data in the fields as applicable. As shown in [Exhibit 1: Accomplishment Requirements for Direct Benefit Activities, by NSP Program](#), only NSP2 and NSP3 grantees are required to identify and report on certain green features. For these grantees, all housing construction is required to “incorporate modern, green building and energy-efficiency improvements in all NSP activities.”<sup>9</sup>

### How to Enter Accomplishment Data

The grantee may identify estimated totals for these accomplishments in the DRGR Action Plan – Edit Activity Page 2. As with the beneficiary accomplishment data, the list of additional accomplishments is predetermined based on the Activity Type on DRGR Action Plan-Edit Activity Page 1 (refer back to [Step 1. Select the Activity Type](#)).

Exhibit 9 illustrates the potential accomplishments for a specific direct benefit activity on *DRGR Action Plan Edit Activity – Page 2*.

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<sup>9</sup> For specific requirements, see FR-5321-N-01 (NSP1) and FR-5447-N-01 (NSP3)

**Exhibit 9: Accomplishment Performance Measures, Using an Example for Activity Type Rehabilitation/reconstruction of residential structures**

**Scenario:** A single-family, 25% set-aside acquisition and rehabilitation activity proposed to serve 10 owner households and 15 renter households. Of each household, there will be a variety of green measures employed. Therefore, in the Action Plan the grantee selected:

- **Benefit Type:** Direct
- **Households:** Owner, Renter
- **Housing Units:** Single family

**Action Plans**

**Add Activity - Page 2**

**Edit Previous Screen** | **Save Activity** | **Cancel**

**Grant Number:**  
B-08-DN-99-0004

**View Existing Activities:**  
Select Option  
**View Activity Details**

**Activity Type:**  
Rehabilitation/reconstruction of residential structures

Activity Type  
(determined in  
DRGR Action  
Plan Edit  
Activity –  
Page 1

Beneficiary Data  
(Mandatory)  
(Continues Below)

**Report Benefit Performance By:**

Direct Benefit

Households

Renter  Owner

Housing Units

Multi Family  Single Family

**Proposed Accomplishments:**

Performance Measure	Proposed Total
#Efficient AC added/replaced	<input type="text"/>
#Sites re-used	<input type="text"/>
#High efficiency heating plants	0 <input type="text"/>
#Units with solar panels	<input type="text"/>
#Dishwashers replaced	20 <input type="text"/>
#Low flow showerheads	25 <input type="text"/>
#Additional Attic/Roof Insulation	<input type="text"/>
Activity funds eligible for DREF (Ike Only)	<input type="text"/>
#Units deconstructed	0 <input type="text"/>
# of Properties	25 <input type="text"/>
#Units with bus/rail access	<input type="text"/>
#Units exceeding Energy Star	25 <input type="text"/>
#Replaced hot water heaters	20 <input type="text"/>
#Clothes washers replaced	<input type="text"/>
#Light fixtures (outdoors) replaced	<input type="text"/>
#Low flow toilets	25 <input type="text"/>
#Refrigerators replaced	<input type="text"/>
#Energy Star Replacement Windows	<input type="text"/>
#Units ? other green	<input type="text"/>
#Light Fixtures (indoors) replaced	<input type="text"/>
#Replaced thermostats	<input type="text"/>

A numeric value must be entered for the accomplishment to appear in the QPR

Accomplishments  
(Some green elements mandatory for NSP2 & 3)

Grantees will only be able to report accomplishments in the QPR for measures they select in the DRGR Action Plan

Beneficiary Data  
(result of the options selected above)

Performance Measure	Proposed Total
# of Singlefamily Units	25 <input type="text"/>
# of Housing Units	25 <input type="text"/>

**Proposed Beneficiaries:**

Performance Measure	Proposed Total	Low	Mod
# Renter Households	10 <input type="text"/>	10 <input type="text"/>	<input type="text"/>
# Owner Households	15 <input type="text"/>	15 <input type="text"/>	<input type="text"/>

## Common Missteps

A common misstep when entering other accomplishment data is **failure to enter a numeric value for each measure**. In order to enable reporting on an accomplishment in the QPR, a user must enter at least a zero in the fields in the Proposed Total column of the Action Plan.

## Step 5. Report Actual Accomplishments in the QPR

### Overview

The first four steps established activity and benefit type, and then projected accomplishments were established based on those selections. This step involves entering the actual accomplishments on a quarterly basis as progress is made. Entries made at the Activity level in the DRGR Action Plan — such as benefit designation, household and housing unit breakouts, and projected accomplishments — drive the reporting of actual measures accomplished in the QPR. As mentioned earlier, the QPR only shows measures for reporting if grantees have entered estimates of that measure in the Action Plan.

Accomplishments are reported only after a national objective (i.e., end use) is met, and, if there is data to report, the information must be entered in the quarter in which it was met. If there is no data to report for a DRGR activity, the grantee may update the progress narrative to recount any progress towards the expenditure deadline.

**Key Point:** A grantee can submit a QPR only if the Action Plan's status is 'Submitted and Approved.' Changing an activity's Activity Type or projected performance metrics will revert the Action Plan's status to 'Modified – Ready to Submit' and must be resubmitted to HUD for approval before the QPR may be submitted.

### How to Enter Actual Accomplishments

In the QPR, on *Edit Performance Report – Activity Page 1* of a direct benefit activity (see Exhibit 10 below), the grantee will enter the quarter's beneficiary accomplishment data by tenure (owner/renter). Data will include income, race, ethnicity, and female head of household for units that have met a national objective. If an activity has been designated to include both owner and renter households, these will show as separate columns. Hispanic/Latino subtotals also appear as columns.

On the *Edit Performance Report – Activity Page 2* of a direct benefit activity (see Exhibit 10), a user will enter specific address information for each property that met a national objective for that quarter, along with additional accomplishment metrics. Data for housing units and other characteristics do not include columns for subtotals by race or income level.

**Key Point:** For Area Benefit activities, a grantee does not need to report on actual beneficiary accomplishments. DRGR will automatically count the actual accomplishments as the same calculations entered in the Action Plan. However, if there were additional property characteristics a grantee projected in the Action Plan, such as “# of properties served,” then the actual data should be entered in the QPR. The fields to enter this accomplishment data for an area benefit activity will be found on the *Edit Performance Report – Activity Page 1* screen.

Exhibit 10: QPR Module

Edit Performance Report – Page 1: Direct Benefit Activity

Quarterly Performance Report

Edit Performance Report - Activity Page 1

[Help?](#)

<b>Grant Number:</b> B-08-DN-99-0003	<b>QPR Start Date:</b> 01/01/2011	<b>Completed Activity Actual End</b> <input type="text"/>
<b>Grantee Name:</b> <input type="text"/>	<b>QPR End Date:</b> 03/31/2011	<a href="#">Select Date</a> (ex: mm/dd/yyyy)
<b>Grantee Activity Number:</b> NSP1-02 AR SF <input type="text"/>	<b>Activity Type:</b> Rehabilitation/reconstruction of residential structures	<b>National Objective:</b> NSP Only - LH - 25% Set-Aside

| 
  |

[View Cumulative Totals](#)

\*Direct Benefit Data by Households

Race/Ethnicity

Race	Owner		Total Households	
	Total	Hispanic/Latino	Total	Hispanic/Latino
White	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
Black/African American	<input type="text" value="4"/>	<input type="text"/>	<input type="text" value="4"/>	<input type="text"/>
<b>Totals</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>1</b>
<b>Female-Headed Households</b>	<input type="text" value="1"/>		<input type="text" value="1"/>	

Income Levels

	Owner	Total
<b>Total Number Low</b>	<input type="text" value="5"/>	<input type="text" value="5"/>
<b>Total Number Moderate</b>	<input type="text"/>	<input type="text"/>
<b>Total Households</b>	<input type="text" value="5"/>	<input type="text" value="5"/>

| 
  |

## Edit Performance Report – Page 2: Direct Benefit Activity

### Quarterly Performance Report

Edit Performance Report - Activity Page 2

[Help?](#)

<b>Grant Number:</b> B-08-DN-99-0004	<b>QPR Start Date:</b> 10/01/2011	<b>Completed Activity Actual End Date:</b> <input type="text"/>
<b>Grantee Name:</b> <input type="text"/>	<b>QPR End Date:</b> 12/31/2011	<a href="#">Select Date</a> (ex: mm/dd/yyyy)

<b>Grantee Activity Number:</b> NSP1-01 AR MF <input type="text"/>	<b>Activity Type:</b> Rehabilitation/reconstruction of residential structures	<b>National Objective:</b> NSP Only - LH - 25% Set-Aside
---	--	---

| 
  |

[View Cumulative Totals](#)

Street	City	County	Zip	Delete
<input type="text" value="W. 64th St"/>	<input type="text"/>	NA <input type="text"/>	<input type="text"/> + <input type="text"/>	<input type="checkbox"/>
<input type="text" value="146 Pearl St"/>	<input type="text"/>	NA <input type="text"/>	<input type="text"/> + <input type="text"/>	<input type="checkbox"/>
<input type="text" value="1240 Ohio St"/>	<input type="text"/>	NA <input type="text"/>	<input type="text"/> + <input type="text"/>	<input type="checkbox"/>

Actual Accomplishments	Actual Total
<b># of Properties</b>	25 <input type="text"/>
<b>#Additional Attic/Roof Insulation</b>	0 <input type="text"/>
<b>#Replaced thermostats</b>	20 <input type="text"/>
<b>#Replaced hot water heaters</b>	20 <input type="text"/>
<b>#Dishwashers replaced</b>	25 <input type="text"/>
<b>#Low flow toilets</b>	25 <input type="text"/>
<b>#Low flow showerheads</b>	25 <input type="text"/>

	Actual Total
<b># of Singlefamily Units</b>	5 <input type="text"/>
<b># of Housing Units</b>	5 <input type="text"/>

Beneficiary Data is pulled from Page 1 of the QPR

Actual Beneficiaries	Actual Total	Low	Mod
<b># Owner Households</b>	5	5	
<b># of Households</b>	5	5	

## Common Missteps

Some common missteps when entering actual accomplishments in the QPR include:

- **Reporting an address BEFORE the property has met a national objective.** Performance metrics are reported only after a national objective is met, such as occupancy by an income-qualified household for housing-related activities, or the completion of a demolition being reported under an area benefit national objective.
- **Reporting the same accomplishment data in two Activities.** During the initial implementation of the NSP program, some grantees set up separate activities for the same property. If a grantee chooses not to collapse the two activities into one,<sup>10</sup> then the grantee must report accomplishment data in only one activity to avoid double-counting of accomplishments. For example, a grantee used NSP funds to acquire and rehabilitate one property and set up two corresponding activities. Or, another example is if a grantee used NSP funds to demolition and redevelop one property and set up two corresponding activities. In both examples, the grantee should report actual accomplishments in the housing activity (i.e. *rehabilitation/reconstruction of residential structures* or *construction of new housing*) and leave the accomplishment data for the *acquisition general* activity or the *clearance and demolition* blank.

## Supplementary Guidance: Prior Period Corrections of Accomplishment Data

The previous section described the five steps involved in setting up and entering accomplishment data. As grantees make modifications in DRGR based on the requirements of the previous five steps, they may need to make updates to accomplishments reported in prior QPRs. Making corrections to prior period data can be pose some challenges to grantees. This section outlines some of the issues that may arise during this process.

When a grantee modifies certain accomplishment data fields in the Action Plan (for example, modifying the household field so that the Activity is serving owners where it was previously reported as serving renters), there may be a ripple effect in that quarter's QPR if there is already data entered in prior quarters. DRGR automatically checks totals across categories and subcategories and will identify discrepancies. These discrepancies will result in error messages.

Since the release of version 7.0, DRGR will accommodate negative numbers in the accomplishment fields. This allows grantees to bring cumulative totals in each subcategory (e.g., households or housing units) to their correct amount. A user must make prior-period corrections to save and submit the QPR.

First, DRGR checks the cumulative totals for total households from the race/ethnicity data fields and compares it to the cumulative totals by tenure and income level. If these do not match, DRGR will display error messages similar to the example below identifying the subcategory's totals (i.e., owner households) that do not equal the category's totals (i.e., households).

Cumulative sum of income levels for 'Households - Total' must be equal to cumulative sum of 'Owner - Total' <Number>

---

<sup>10</sup> Instructions for collapsing activities can be found in the DRGR Troubleshooting Webinar ([http://www.hudspshelp.info/media/resources/DRGRTroubleshootingWebinar\\_Slides.pdf](http://www.hudspshelp.info/media/resources/DRGRTroubleshootingWebinar_Slides.pdf)).

Second, DRGR checks cumulative totals, including data from all past QPRs, for total housing units. It compares that data to cumulative totals for the selected subcategory — either single-family or multifamily. It is important to note that users should select **only one** of these two categories for each activity. If the subcategory total and housing unit total do not match, DRGR will display error messages similar to the example below. These error messages will identify the subcategory's totals (i.e., Single Family) that do not equal the category's totals (i.e., Housing Units).

Cumulative sum for 'Housing Units – Total' must be equal to cumulative sum of 'Single Family – Total <Number>

### How to Solve the Error Message

To rectify the error messages and complete prior-period corrections, a grantee must first identify the cumulative totals entered in prior QPRs and then determine the category(ies) and subcategory(ies) to be updated.

There are two ways in DRGR to extract the actual accomplishments entered from all prior QPRs:

1. Use the VIEW QPR screen to see current quarter vs. cumulative totals.

Exhibit 11: "View Cumulative Totals" link and the "View QPR" screen found on the QPR Module Edit Performance Report – Page 1 (Direct Benefit Activity Only)

**Quarterly Performance Report**

**Edit Performance Report - Activity Page 1**

**Grant Number:** B-08-DN-99-0004      **QPR Start Date:** 10/01/2011  
**Grantee Name:** [REDACTED]      **QPR End Date:** 12/31/2011

**Grantee Activity Number:** NSP1-02 AR SF [REDACTED]      **Activity Type:** Rehabilitation/reconstruction of resider

Save and Continue to Next Screen | Save Activity Beneficiaries | Cancel

[View Cumulative Totals](#)

\*Direct Benefit Data by Household

**Race/Ethnicity**

**Race**

White

Black/African American

**Female-Headed Households**

Add Another Race by Households

**Grant Number:** B-08-DN-99-0004  
**Grantee Activity Number:** NSP1-02 AR SF [REDACTED]  
**QPR:** Oct 1, 2011 thru Dec 31, 2011

**View Cumulative Race/Income Data**

**Accomplishments Performance Measures**

	Cumulative Total / Expected Total	
#Low flow showerheads		2/4
#Low flow toilets		2/0
#Dishwashers replaced		1/4
#Replaced hot water heaters		4/2
#Replaced thermostats		2/0
#Additional Attic/Roof Insulation		1/0
# of Properties		5/5

**Beneficiaries Performance Measures**

	Cumulative Total / Expected		
	Low	Mod	Total
# Owner Households	5/5	0/0	5/5
# of Households	5/5	0/0	5/5

**Cumulative Race Total**

Direct Benefit (Households)	Total	Owner		Renter		Total Households	
		Hispanic/Latino	Total	Hispanic/Latino	Total	Hispanic/Latino	Total
White	1	0	0	0	1	0	0
Black/African American	4	4	0	0	4	0	4
Households Female	1		0		1		0

2. Pull PerfReport 1 {Actuals v Projected} and PerfReport 6 {FHEO data} from the Reports module in DRGR to evaluate the cumulative totals entered in prior QPRs.

**Exhibit 12: Performance Report 01**

Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > Grantee User Reports > Perf Rept01: Projected vs Cum Totals for Performance Measure Sorted by Activity Number

File View Data Format

PAGE-BY: Grantee: Grant Number: B-08-DN-99-0004

Data rows: 21 Data columns:

Activity Number	Activity Type	Responsible Organization	Measure Type	Measure Category Metrics	Low		Total	
					Projected	Actual	Projected	Actual
NSP1-01 AR MF	Rehabilitation/reconstruction of residential structures		# Owner Households		70	0	70	0
			# Renter Households		40	0	40	0
			# of Households		110	0	110	0
			# of Housing Units		0	0	110	0
			# of Multifamily Units		0	0	110	0
			#Dishwashers replaced		0	0	25	0
			#Efficient AC added/replaced		0	0	50	0
			#Low flow toilets		0	0	30	0
			#Replaced hot water heaters		0	0	25	0
			#Units exceeding Energy Star		0	0	6	0
			# Owner Households		5	5	5	5
# of Households		5	5	5	5			
# of Housing Units		0	0	5	5			
# of Properties		0	0	5	5			
# of Singlefamily Units		0	0	5	5			
NSP1-02 AR SF	Rehabilitation/reconstruction of residential structures		#Additional Attic/Roof Insulation		0	0	0	1
			#Dishwashers replaced		0	0	4	1
			#Low flow showerheads		0	0	4	2
			#Low flow toilets		0	0	0	2
			#Replaced hot water heaters		0	0	2	4
			#Replaced thermostats		0	0	0	2

### Exhibit 13: Performance Report 06

Disaster Recovery Grant Reporting System (DRGRep) - FY2008 - 001A > Shared Reports > Standard Reports > Grantee User Reports > Perf Rept06: Direct Benefit Activities - Beneficiary Statistics by Household Type

File View Data Format Last update: 8/9/11 4:21:41 PM

PAGE BY: Grantee:  Grant Number: B-08-DN-99-0004  Data rows: 1 Data columns: 8

Activity Type	Activity Number	Activity Title	Nat Obj	Beneficiary Category Race Ethnicity Metrics	Households - Total Female	Households - Total		Households - Owner Total		Households - Owner Hispanic/Latino		Households - Owner Female	Households - Hispanic/Latino
					Households Female	White	Black/African American	White	Black/African American	Black/African American	Households Female	Black/African American	
					Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
Rehabilitation/reconstruction of residential structures	NSP1-02 AR SF	Acq/Rehab Single Fam	NSP Only - LH - 25% Set-		1	1	4	1	4	4	4	1	4

## User-Friendly Tool to Calculate Accomplishments to Satisfy the Error Message

HUD posted a helpful step-by-step Excel tool to assist grantees in calculating the category and subcategory data to correct past period entry errors. The tool may be found on NSP Resource Exchange website at <http://hudnsphelp.info/index.cfm?do=viewFindaResourceDetails&resourceID=1086>. It is called “DRGR Beneficiaries Census Area vs Direct Spreadsheet *Mar 2011* (Excel).”

To complete the direct benefit worksheet, a grantee must enter data for the following steps:

- **Step A:** Identify and enter totals from grantee’s own data tracking
- **Step B:** Identify data already in DRGR by extracting prior accomplishments in one of the two ways previously described:
  - [Click on the View Cumulative Totals Link](#)
  - [Pull reports from the Reports Module](#)
- **Step C:** Automatically sums totals from Step A and Step B to enter into current QPR.

The tables in Exhibit 14 below display the Excel spreadsheet’s step-by-step analysis to support a grantee in entering accurate cumulative totals to bring key categories and subcategories into balance depending on what has already been entered.



**Step C.** Automatically sums totals for grantee to enter into current QPR

Rent	Own	Total
	11	11
	11	11

HOUSING UNITS	
SF	146
MF	
<b>TOTAL</b>	<b>11</b>

Rent		Own		Total	
Total	Hisp	Total	Hisp	Total	Hisp
		119	40	119	40
		12	1	12	1
		4		4	
		1		1	
		8	1	8	1
		2		2	
		146	42	146	42
		-2		-2	

*Exhibit 15: DRGR Reference guide to analyze common reporting errors using the direct benefit worksheet*

Issue	Guidance
<p><b>New benefit measure selected with existing data in old QPRs</b></p>	<p>The “HOUSING UNIT” data in yellow demonstrates an example where 135 housing units were entered through the prior QPR, but the grantee had not entered any data in “SF” (i.e., single-family). If the grantee selected SINGLE FAMILY in the Action Plan during the last quarter and another 14 units were completed, they would enter 11 in HOUSING UNITS and 146 in SF HOUSING UNITS.</p>
<p><b>Backing out old data</b></p>	<p>Grantees can enter negative numbers in QPRs in different beneficiary data fields as long as cumulative totals equal.</p>
<p><b>Regular data entry (categories and subcategories already selected in prior QPRs)</b></p>	<p>If there is only one subcategory and it was selected before the last QPR, then there is a low likelihood for prior period corrections needed. In this case, there are 11 new households showing and 11 new owner households.</p>

# Supplementary Guidance: Reporting Other Sources of Funds in DRGR

## Overview

As specified in the Unified NSP1 and NSP3 Notice, all grantees are required to report on 'Other Funds' in the Action Plan.<sup>11</sup> Similarly, in addition to "Other Funds", the NSP2 NOFA requires NSP2 grantees to enter in-quarter use of 'Matching Funds' in the QPR.<sup>12</sup> This section describes the steps to be taken for both entries.

### Step 1 - Adding Fund Sources and Types at the Grant Level:

On page one of the Action Plan screens enter a funding source name and select a fund type that you want to have available as options at the activity level. If needed, more funding sources can be added by selecting 'Add Additional Funding Source'.

The screenshot displays the DRGR Action Plan interface. At the top, it shows the Grant Number (111) and Grant Amount (\$11,111,111.00). Below this are buttons for 'Add Activity', 'Save', 'Submit Action Plan', and 'Cancel'. A summary table shows the Grant Amount (\$11,111,111.00), Estimated PI/RL Funds (\$2,500,000.00), and Total Budget (\$13,611,111.00). A note indicates to click a dropdown arrow to drill down activities. Below the note is a tree view for Project # with sub-items '1-Admin' and '2-Rehab'. To the right, a table lists funding types with associated amounts: 'Other Private Funds' (\$1,249,756.00) and 'City Funds' (\$1,113,800.00). At the bottom, there are input fields for 'Funding Source Name' (containing 'test2' and 'test1') and a 'Funding Type' dropdown menu (set to 'Other Private Funds'). A button labeled 'Add Additional Funding Source' is also present. Three dashed blue boxes with arrows point to specific elements: 'Step 1: Enter funding source name' points to the 'test2' input field; 'Step 2: Select funding type' points to the 'Other Private Funds' dropdown; and 'Step 3 (if applicable): Click to add additional funding sources' points to the 'Add Additional Funding Source' button.

<sup>11</sup> See [Unified NSP1 and NSP3 Notice - October 19, 2010](#) under O.1.b.

<sup>12</sup> See [The NSP2 Notice of Funding Availability](#) under Pg. 71, Paragraph 1.a.

**Step 2 - Entering Other Fund Amounts at the Activity Level:**

Once fund types have been entered at the grant level on the Edit Action Plan screen, they will be available at the activity level in DRGR Action Plans. Navigate to the Add/Edit Activity screen. On page 1 you will the fund amount associated with each funding source you expect to be used for that activity.

**NSP2 Grantees only:** The check box ‘yes’ must be selected if the funds are to be considered ‘matching funds’. This will allow matching funds to be reported in the QPR.

The screenshot shows the 'Add/Edit Activity' screen for '2-Rehab / Housing Rehabilitation'. It includes dropdown menus for 'Under Way' and 'Environmental Assessment: Select Option'. A 'Funding Sources' button is highlighted. The 'Adjust Proj.' section has radio buttons for 'No' (selected) and 'Yes'. Two dashed boxes highlight 'NSP2 only' and 'All grantees' options. Below is a table with columns: Funding Source Name, Funding Type, Matching Funds, and Fund Amount.

Funding Source Name	Funding Type	Matching Funds	Fund Amount
test1	City Funds	<input type="checkbox"/> Yes	\$ 100000
test2	Other Private Funds	<input type="checkbox"/> Yes	\$ 250000
<b>Matching Funds Subtotal</b>			\$ 0.00
<b>Other Funds Total</b>			\$ 350,000.00

**Step 3 - Reporting Match Funds in QPR at the Activity Level (NSP2 Grantees Only):**

DRGR does not have a field for each source type in the QPR like in the Action Plan. When editing the QPR, navigate to the activity in which the total of all matching funds is to be reported for that quarter. This amount will be entered in the Match Contributed field on the 2<sup>nd</sup> Edit QPR screen. Grantees can make notes in the progress narrative to show how much has been spent by each type or upload an attachment such as a spreadsheet to show these amounts.

The screenshot shows the QPR reporting screen. It features a summary table with columns for Budget and Match Contributed. Below the table is a 'Supporting Documents' section with a file upload area and a list of supported file extensions. An 'Activity Narrative' section contains a text editor with a rich text toolbar. At the bottom are three buttons: 'Save and Edit Previous Screen', 'Save QPR Activity', and 'Cancel'.

<b>Total Budget:</b>	\$0.00	\$325,666.00
<b>Total Obligated:</b>	\$0.00	\$0.00
<b>Total Funds Drawdown</b>	\$0.00	\$0.00
Program Funds Drawdown:	\$0.00	\$0.00
Program Income Drawdown:	\$0.00	\$0.00
<b>Program Income Received:</b>	\$0.00	\$0.00
<b>Total Funds Expended:</b>	\$0.00	\$0.00
<b>Match Contributed:</b>	\$ 15,530.78	\$15,530.78

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## Additional Assistance

For additional assistance on entering NSP accomplishments in DRGR, please take advantage of the following resources;

- OneCPD Ask a Question system – <https://www.onecpd.info/ask-a-question/>
- NSP Learning Center, Training Materials, DRGR Training and Resources for NSP Users - <https://hudnsphelp.info/index.cfm?do=viewNSPDRGRResources>
- NSP Learning Center, Various Webinars
  - DRGR Beginner Webinar - <http://hudnsphelp.info/index.cfm?do=viewFindaResourceDetails&resourceID=918>
  - DRGR Intermediate Webinar - <http://hudnsphelp.info/index.cfm?do=viewFindaResourceDetails&resourceID=924>
  - DRGR Troubleshooting Webinar - <http://hudnsphelp.info/index.cfm?do=viewFindaResourceDetails&resourceID=941>

# Appendix

To begin, grantees select Area Benefit on the DRGR Action Plan – Add Activity Page 2 screen (instead of Direct Benefit) and then will select either “Identify Census Geography” or “Identify Survey Geography” at the bottom of the DRGR page (see Exhibit 16).

*Exhibit 16: DRGR Action Plan  
Add Activity – Page 2: Area Benefit*

**Action Plans**

**Add Activity - Page 2**

Edit Previous Screen | Save Activity | Cancel | Identify Census Geography

---

**Grant Number:**  
B-08-DN-99-0004

**View Existing Activities:**  
Select Option  
View Activity Details

**Activity Type:**  
Land Banking - Acquisition (NSP Only)

Organization carrying out activity  
Select

**Report Benefit Performance By:**

Area Benefit  **Census**  Survey

Housing Units

**Proposed Accomplishments:**

B I |

Edit Previous Screen | Save Activity | Cancel | Identify Census Geography

Then, as determined by the grantee using the Census or the Survey method to define the geography for an Activity, the grantee will progress through multiple DRGR steps to identify such items such as County, Census Tracts, Places, and Block Groups, as needed. The grantee will also have the option to duplicate the geography of another activity or simply select the entire city or county without multiple steps as seen in Exhibit 17.

*Exhibit 17: DRGR Action Plan  
Add Activity – Identify Census Geography*

- [Option 1: Duplicate Activity](#)
- [Option 2: Service Area is City- or County-wide](#)
- [Option 3: Service Area is Census Place, Tracts and/or Block Groups](#)
- [Option 3a: Service Area Chosen by Place, then Tract and Percent of Low/Mod Calculated](#)
- [Option 3b: Service Area Chosen by Place, then Tract, then Block Group and Percent of Low/Mod Calculated](#)

**Option 1: Duplicate Activity**

Grantees may copy the census tracts and/or block groups for a service area from another activity by selecting the check box ‘Duplicate Activity,’ choosing a Grant # and Activity #, and pressing ‘Copy Activity Area.’

**Action Plans**

**Add Activity - Identify Census Geography 1** [Help?](#)

|  |

\*Area Benefit Data  
**Determined By:**  
 Census  Survey

Duplicate Activity  Grants: B-08-DN-99-0004 Activities: NSP1-02 AR SF

Service Area is City or County-wide

County Code/County Name	Add/Edit Census Tracts	Delete
Select Option	<input type="radio"/>	
<input type="button" value="Add Another"/>	<input type="button" value="Add/Edit Census Places and Tracts"/>	<input type="button" value="Delete Counties"/>

**Option 2: Service Area is City- or County-wide**

Grantees may choose the entire city or county by selecting the check box 'Service Area is City or County-wide' and, once the drop-down box appears, the user selects the jurisdiction. Then, select "Calculate % Low/Mod" and DRGR calculates key elements such as total number of 'low' persons, total number of 'low' and 'mod' persons, total population, and percent of 'low'/'mod' persons.

The screenshot shows a web interface titled "Action Plans" with a sub-header "Add Activity - Identify Census Geography 1" and a "Help?" link. Below the header are three buttons: "Edit Previous Screen", "Save Activity", and "Cancel". A section titled "\*Area Benefit Data" contains a "Determined By:" label with two radio buttons: "Census" (selected) and "Survey". Below this are two rows of controls. The first row includes a "Duplicate Activity" checkbox, a "Grants:" dropdown menu, an "Activities:" dropdown menu, and a "Copy Activity Area" button. The second row features a checked checkbox for "Service Area is City or County-wide", which is highlighted with a green checkmark icon.

**Option 3: Service Area is Census Place, Tracts and/or Block Groups**

On the Add Activity – Identify Census Geography 1 screen, a user will add count names, as needed and will be prompted to select ‘Add/Edit Census Places and Tracts.’

**Action Plans**

**Add Activity - Identify Census Geography 1** [Help?](#)

|  |

\*Area Benefit Data  
**Determined By:**  
 Census  Survey

Duplicate Activity    Grants:     Activities:    

Service Area is City or County-wide

County Code/County Name	Add/Edit Census Tracts	Delete
031 / <input type="text"/>	<input checked="" type="radio"/>	
<input type="button" value="Add Another"/>	<input type="button" value="Add/Edit Census Places and Tracts"/>	<input type="button" value="Delete Counties"/>

### Option 3a: Service Area Chosen by Place, then Tract and Percent of Low/Mod Calculated

Then, on the Add Activity – Identify Census Geography 2 screen, Users can select all Census Places or select one or more by highlighting them from the ‘Available Census Place(s)’ window and using the buttons on the screen. Similarly, users can select all Census Tracts in a county or select one or more by highlighting them from the ‘Available Census Tract(s)’ window and using the buttons on the screen. If a user chooses to not define the geography further into Block Groups, then select “Calculate % Low/Mod” for key demographic elements to calculate.

#### Action Plans

##### Edit Activity - Identify Census Geography 2

• Successfully calculated % low/mod.

|

County: 031 / [REDACTED]

Select all census places, census tracts, and block groups for this county

**Available Census Place(s):**

**Selected Census Place(s):**

20000-[REDACTED]

**Available Census Tract(s):**

20000-000302  
20000-000303  
20000-000401  
20000-000402  
20000-000501  
20000-000502  
20000-000600  
20000-000701  
20000-000702  
20000-000800

**Selected Census Tract(s):**

20000-000101  
20000-000102  
20000-000201  
20000-000202  
20000-000301

**Total Number Low:** 6798 **LMISD Date:** 09/02/2010

**Total Number Low/Mod:** 11997 **Data Used For Calculation:**  Capped  Uncapped

**Total Population:** 19983

**% Low/Mod:** 60.04

|

**Option 3b: Service Area Chosen by Place, then Tract, then Block Group and Percent of Low/Mod Calculated**

If a user chooses to define the geography further into Block Groups, then “Select Block Groups” on Add Activity – Identify Census Geography 2 to open the Edit Activity - Identify Census Geography 3 screen. Then, a user may select the applicable checkboxes displayed on each Census Tract row or they may choose “All Block Groups” of a Tract, then selects “Calculate % Low/Mod” for key demographic elements to calculate.

**Action Plans**

**Add Activity - Identify Census Geography 2**

Return to Previous Page | Cancel

County: 031

Select all census places, census tracts, and block groups for this county

**Available Census Place(s):** **Selected Census Place(s):**

Select >> | Select All >> | << Remove | << Remove All

**Available Census Tract(s):** **Selected Census Tract(s):**

20000-000302 | 20000-000101 | Select >> | 20000-000102 | Select All >> | 20000-000201 | << Remove | 20000-000202 | 20000-000301 | << Remove All

Select Block Groups

**Action Plans**

**Edit Activity - Identify Census Geography 3** [Help?](#)

• Successfully calculated % low/mod.

Return to Previous Page | Cancel

County: 031

\*Area Benefit Data

Census Place-Tract	All Block Groups	Block Groups									
		01	02	03	04	05	06	07	08	09	10
20000-000101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20000-000102	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20000-000201	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20000-000202	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20000-000301	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Total Number Low:** 5381 | **LMISD Date:** 09/02/2010

**Total Number Low/Mod:** 9126 | **Data Used For Calculation:**  Capped  Uncapped

**Total Population:** 14813

**% Low/Mod:** 61.61

Calculate % Low/Mod | View Details

Return to Previous Page | Cancel